



VACANCY ANNOUNCEMENT

VA#: 2026- 018
Open: October 05, 2026
Close: Until Filled

Position: Admissions Data Technician

Salary : \$14,259.00 to \$25,322.00 per annum
(Depending on qualifications)

Location: Admissions & Records Office

Examples of Duties:

1. Maintain all documentation necessary for successful audit of student records.
2. Acknowledge receipt of applications for readmission, transcripts, and test scores.
3. Responsible for data entry.
4. Participate in all regular registration by verifying student information and status, entering new students into registration system and entering courses and grades as needed.
5. Assist in schedule changes.
6. Record and distribute information to faculty concerning students in their classes.
7. Update and edit student information as needed.
8. After last day of admission/add & drop period, prepare and verify enrolment list to ensure accuracy.
9. Maintain "hold" file for students who are not clear with Business Office, Academic Affairs for book rentals, Financial Aid and Dean of Students (academic suspension)
10. Prepare, verify and update permanent student transcripts. Issue transcript on daily basis as requested.
11. Perform transcript evaluation.
12. Enter college transfer work into registration system.
13. Keep accurate records of student's status and update records as changes occur.
14. Update all cumulative grades in the system data base and check for accuracy.
15. Collect and process grades from faculty.
16. Prepare and issue student degree audit as needed and for graduation.
17. Assist in ordering degrees and preparing list for program as needed.
18. Maintain complete and accurate information on all students.
19. Process incoming and outgoing mail.
20. Assist Financial Aid, college departments, and outside agencies with data collection and reporting.

Minimum Qualification Requirements:

Must have at least an Associate's Degree or two (2) to three (3) years of relevant work experience directly related to the duties and responsibilities of the position

General Information:

Application forms can be obtained from Human Resources Division at the above address or at our website: www.palau.edu. Send completed application with official transcripts, resume, and verification of previous employment(s), if any, to same address. For further information, call the number above or come in and see us.

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